

# MONTHLY PARKING PERMIT AGREEMENT

CITY OF LINCOLN  
PARKING SERVICES DIVISION  
1100 "N" Street Lincoln, NE 68508  
402-441-PARK | [parking@lincoln.ne.gov](mailto:parking@lincoln.ne.gov)



[parkandgo.org](http://parkandgo.org)

<b>OFFICE USE ONLY</b>	
Account No.	_____
Effective Date	_____
Reserve Y	_____ N _____
Rate	_____
1st month	_____
Card Fee	_____
Total	_____

APPLICANT OR COMPANY NAME

PHONE

BILLING ADDRESS

CITY

STATE

ZIP

D.O.B.

DRIVER'S LICENSE #

EXP. / STATE ISSUED

E-MAIL ADDRESS

AUTO 1 MAKE/MODEL

LICENSE PLATE # / STATE ISSUED

AUTO 2 MAKE/MODEL

LICENSE PLATE # / STATE ISSUED

This permit allows you to park one vehicle in a designated facility at your sole risk. The City of Lincoln and its contracted operator do not guard or assume care, custody, or control of your vehicle or its contents and are not responsible for fire, theft, damage, or loss. Only a permit to park is granted and no bailment is created.

## MONTHLY PARKING RULES & REGULATIONS

1. Monthly parking fees must be prepaid by the 1st of the month and are subject to a 3% late fee if not paid by the 10th. Overdue permits may be revoked and/or sent to collections until payment, including any associated fees or fines, is received.
2. There is a \$20 non-refundable fee for each key card issued even if the key card is lost, stolen, or damaged.
3. Monthly parking permits and key cards are non-transferable and any use by other than the permit holder may result in the termination of the parking permit.
4. Written or electronic notice of cancellation is required before the first of the month and sent to the City of Lincoln Parking Office. The permit holder will be charged for parking until written cancellation is received by the Parking Office, even if they stop using the parking facility. No refunds will be made for partial months.
5. Permit holders must follow all signage located within their assigned facility or their permit may be terminated. These, include but are not limited to handicap, shopper zone, resident parking, and authorized personnel only signs.
6. Nebraska home football game day parking is not included in the monthly rate and must be purchased separately.
7. Permit holder agrees to report any damage caused by their vehicle. This includes the leaking of any chemicals such as oil, gas, or antifreeze. If a vehicle is leaking chemicals, the vehicle may be removed at the permit holders' expense, including the cost of cleanup.
8. Permit holders must move their vehicle a minimum of once a week. If a vehicle is unable to be moved weekly, the permit holder must request written approval from the Parking Office.
9. The City of Lincoln and its' contracted operator has the right to suspend or revoke the permit at the sole discretion of the City.

*Signing this document signifies you have read it and agree to the monthly parking rules and regulations.*

APPLICATION SIGNATURE

DATE

## CREDIT CARD INFORMATION TO BE COMPLETED BY ACCOUNT HOLDER FOR AUTOMATIC PAYMENT

American Express/Discover/MasterCard/Visa account

Expiration   Billing ZIP   
Month Year

Authorized Payment Amount \$  .

I \_\_\_\_\_ (Print name as shown on card) authorize City of Lincoln Parking to charge my credit card, as indicated below for parking services until such time that I cancel this agreement.

### FOR OFFICE USE ONLY

Account no.  -

Signature

Date